

CARLISLE COMMUNITY BUILDING

FACILITY RENTAL AGREEMENT

DATE OF RENTAL: _____ TIME: FROM _____ TO _____

RENTERS NAME: _____

ADDRESS: _____

PHONE: DAYTIME _____ EVENING _____

PURPOSE OF RENTAL: _____

By signing this agreement, the renter agrees to the following conditions:

RENTER acknowledges that refunds of rental fees will not be made without just cause.

RENTER agrees to leave the facility in a clean, neat, orderly condition. The facility will be inspected after each rental to ensure that the facility is returned to the proper condition. This inspection will consist of all the items on the attached list. If the functions as listed are not performed, if the facility is left in less than satisfactory conditions or if physical damage is done to the facility, the renter will be charged a fee of \$30 per hour for any cleaning or maintenance that is required to bring the facility back to the proper condition. Any costs for materials needed for repairs or clean-up will be in addition to the charge of \$30 per hour. The deposit will be used for this purpose. In the event the deposit is not large enough to cover the cost of repairs or clean-up, the renter will be billed for the additional costs. In the event the renter does not abide by the conditions of this rental agreement the renter will no longer be allowed to rent any facility of the City of Carlisle.

RENTER agrees to release the City of Carlisle from liability resulting from any loss, damage or expenses of any kind occasioned by, or arising out of any accident or other occurrence, causing or inflicting injury, and or damage to any person or property during use of the facility.

RENTER agrees that there is to be no smoking in indoor Carlisle facilities. RENTER agrees that there is to be no alcohol in building or parking lot.

RENTER acknowledges receipt of key(s) # _____ to the facility requested by this agreement. If the key is not returned to City Hall, the renter will be responsible for the cost of changing the locks on the facility. In the event any door of a facility is left unlocked, the deposit will not be refunded. The key must be returned to City Hall before the deposit will be returned.

RENTER acknowledges that the deposit will be held for 3 working days after the rental.

RENTER acknowledges that the City of Carlisle reserves the right to cancel any rental at any time. A two week notice of cancellation will be given. In the event it is impossible to give two weeks notice, as much notice as possible will be given.

I certify that I have read, understand, and agree to the above rules.

_____	_____	_____	_____
Renter's Signature	Date	City Representative Signature	Date

FOR OFFICE USE ONLY

Rental Paid _____ Cash _____ Check (#) _____ Receipt # _____

Deposit Paid _____ Cash _____ Check (#) _____

Key Returned: _____

Deposit returned: Date _____

Deposit retained: Explanation _____

CARLISLE COMMUNITY BUILDING POLICIES AND PROCEDURES

1. Call Carlisle Parks and Recreation at 989-3224 or drop by the office at 195 N. First to schedule use of the Community Building.
2. Scheduling will be on first come, first server basis.
3. The City Council reserves the right to decline a reservation to any organization for any reason.
4. The room may be reserved for up to three months at a time only.
5. A one-time damage deposit check will be held for weekly use.
6. Use fee and the damage deposit are to be paid prior to use and received in the City Clerk's office within three (3) working days after the reservation is made. The reservation is not confirmed until the fee is received.
7. There is a seven (7) days cancellation notice. There will be a full refund of both use fee and deposit if cancellation is seven (7) days before scheduled use. Only the deposit will be refunded if less than seven (7) days cancellation notice is given.
8. Keys are to be picked up before use at the City Hall, 195 N. 1st during the hours of 8:00-5:00, Monday - Friday. However, the building will not be available until after 2:00p.m. Monday - Friday.
9. The Community Building must be returned to its original condition after use.
10. The room deposit will be returned within three (3) working days after use by the Clerk's office. The renter will be notified right away if there was a problem that would result in the Department keeping the damage deposit.
11. The keys are to be returned at the completion of the rental to the City Hall drop box located in back of City Hall.
12. One key opens the Community Building entrance door on the south of the building.
13. Sweep floor in Community Room and kitchen with dust mop before leaving.
14. Wash food or other spills off of the floor with wet mop which is located in the store room.
15. Wipe up any spills in oven and refrigerator when finished using.

FACILITY: The room is equipped with table and chairs, coat rack, heat or air conditioning and plenty of electrical outlets. Restrooms are located in the building. A kitchen with stove, sink, pots and pans is there for use during rentals. Table service is not included. A 100 cup coffee pot and refrigerator in the assembly area is available for use, also.

FOOD: Refreshments are allowed. Please clean out the refrigerator and wipe out the stove and sink after use. Please put all litter in trash cans and empty them in outside dumpster.

ALCOHOLIC BEVERAGES: No beer or other alcoholic beverages in the Community Building or the parking lot.

SMOKING: There will be no smoking in the Community Building or restrooms.

SPILLS: Please mop up all spills on the floor with the mop located in the storage room or kitchen.

ROOM CAPACITY AND SIZE: The room capacity is 200 people.

BEFORE YOU LEAVE

1. Sweep floor (floor broom and dust pan are in storage area janitor's closet.)
2. Put room back in original condition (see below map).
3. Check restrooms, all faucets, and turn light off in the restrooms.
4. Check heat or air-conditioner controls. There are two thermostats, settings are posted above thermostats.
5. Turn all light off in the building.
6. Lock all Community Building and entrance doors.
7. Put key in drop box in back of City Hall.
8. Do not activate Fire Extinguisher unless needed.

Map of Interior



Table

Table 8 Chairs

Table 8 Chairs

Table 8 Chairs

Table

Table 8 Chairs

Table 8 Chairs

Table 8 Chairs

Table